



## Community Development Department

City Hall

222 E. 9<sup>th</sup> Street, 2<sup>nd</sup> Floor

Lockport, IL 60441

(815) 838-0549, Option 4

[www.lockport.org](http://www.lockport.org)

# **Variance Application Plan & Zoning Commission Review**

*Last revised 2/13/18*

## APPLICATION REVIEW PROCESS—A SUMMARY

### **1. PRE-APPLICATION MEETING**

Every applicant is encouraged to participate in a pre-application meeting to initiate the review process for each variance case. The pre-application meeting allows the applicant to familiarize themselves with the City's development objectives and procedures, and to learn about any special circumstances that may exist or be applicable to the subject property.

Staff conducts pre-application meetings are scheduled on each Tuesday morning. The request for pre-application meeting should be made to the City Planner not less than one (1) week prior to the desired date of the meeting. If the applicant has any site plan/plat of survey, maps, data, or other information which may be necessary to illustrate or describe the variance request, the applicant shall deliver such information to the City Planner (typically a minimum of eight (8) hard copies or electronically via email) no later than Wednesday afternoon before the scheduled meeting date. If this information is not received, the meeting may be cancelled.

### **2. STAFF REVIEW**

The City Planner shall review each variance application and any accompanying drawings, supporting documentation and statements in order to determine whether such application is consistent with all City requirements. If the application is completed, the City Planner will then determine what meeting the applicant will be scheduled for.

If determined necessary by the City Planner, a review by the City's development engineering consultant may be completed to ensure compliance with approved grading for the lot and/or to verify that there are no conflicts with existing public utilities and/or drainage easements. Depending on the magnitude of any review, the applicant may be subject to additional review fees.

### **3. PLAN & ZONING COMMISSION REVIEW**

Upon completion of the review of the application the City Planner shall prepare a staff report and recommendation based upon his/her evaluation of the variance request. The City Planner shall make the report, copies of the application and any drawings, statements, and a report of compliance or non-compliance available to the public and/or Plan and Zoning Commission. The Plan & Zoning Commission is responsible for interpreting the City's Zoning Code. The Commission can make recommendations to vary the requirements of the Zoning Ordinance. All decisions of the Plan & Zoning Commission are to be final administrative determinations, and shall be subject to review by a court of law in the manner by the applicable state statute.

**An applicant or their representative must be present at the scheduled meeting or their case will be postponed.** Meeting Location: City Hall, 222 E. 9<sup>th</sup> Street, 3<sup>rd</sup> Floor Council Chambers, Lockport, Illinois 60441

### **2018 Meeting Schedule**

<b>Application Submittal Deadline</b>	<b>Projected Plan &amp; Zoning Commission Meeting 7:00 PM</b>
12/19/17	2/13/18 (Tuesday)
01/16/18	3/13/18 (Tuesday)
02/13/18	4/10/18 (Tuesday)
03/13/18	5/9/18 (Tuesday)
04/17/18	6/12/18 (Tuesday)
05/15/18	7/10/18 (Tuesday)
06/19/18	8/14/18 (Tuesday)
07/17/18	9/11/18 (Tuesday)
08/14/18	10/9/18 (Tuesday)
09/18/18	11/13/18 (Tuesday)
10/23/18	12/11/18 (Tuesday)
11/13/18	1/8/19 (Tuesday)

**Variance Application**  
(check whichever applies)

( ) Residence ( ) Commercial ( ) Office ( ) Industrial

Applicant: \_\_\_\_\_

Address: \_\_\_\_\_

Phone: \_\_\_\_\_ Fax: \_\_\_\_\_ Email: \_\_\_\_\_

**PLEASE CHECK ONE OF THE FOLLOWING:**

- ( ) Applicant is owner of the subject property and is the signer of this application.
- ( ) Applicant is the contract purchaser of the subject property and has attached a copy of said contract.
- ( ) Applicant is acting on behalf of the beneficiary of a trust.
- ( ) Applicant is acting on behalf of the owner (notarized letter of consent from owner required)

***In the event that the subject property is held in a trust, a notarized letter from an authorized trust officer identifying the applicant as an authorized individual acting in behalf of the beneficiaries and providing the name, address and percentage of interest of each beneficiary is attached to this executed application.***

**SUBJECT PROPERTY INFORMATION:**

LOCATION: \_\_\_\_\_

NUMBER OF ACRES: \_\_\_\_\_ TAX PARCEL \_\_\_\_\_

PRESENT ZONING: \_\_\_\_\_ CURRENT USE: \_\_\_\_\_

LEGAL DESCRIPTION/PLAT OF SURVEY: \_\_\_\_\_ (attached)

**OTHER INTERESTED PARTIES**

**CONTACT PERSON:**

Name: \_\_\_\_\_

Address: \_\_\_\_\_

Phone: \_\_\_\_\_ Fax: \_\_\_\_\_

Email: \_\_\_\_\_

**LAND OWNER:**

Name: \_\_\_\_\_

Address: \_\_\_\_\_

Phone: \_\_\_\_\_ Fax: \_\_\_\_\_

Email: \_\_\_\_\_

**LAND PLANNER:**

Name: \_\_\_\_\_

Address: \_\_\_\_\_

Phone: \_\_\_\_\_ Fax: \_\_\_\_\_

Email: \_\_\_\_\_

**SURVEYOR:**

Name: \_\_\_\_\_

Address: \_\_\_\_\_

Phone: \_\_\_\_\_ Fax: \_\_\_\_\_

Email: \_\_\_\_\_

**ENGINEER:**

Name: \_\_\_\_\_

Address: \_\_\_\_\_

Phone: \_\_\_\_\_ Fax: \_\_\_\_\_

Email: \_\_\_\_\_

**ATTORNEY:**

Name: \_\_\_\_\_

Address: \_\_\_\_\_

Phone: \_\_\_\_\_ Fax: \_\_\_\_\_

Email: \_\_\_\_\_

**OTHER:**

Name: \_\_\_\_\_

Address: \_\_\_\_\_

Phone: \_\_\_\_\_ Fax: \_\_\_\_\_

Email: \_\_\_\_\_

**VARIANCE REQUEST SUBMITTAL CHECKLIST**

Incomplete application submittals will not be accepted by the City or reviewed by City staff until all items are submitted and all application fees are paid. Submittals will be reviewed for compliance with the requirements of the submittal process as well as the requirements of the City’s Zoning Ordinance and Development Code. Failure to meet the requirements may result in an incomplete application and subsequent delay of the request.

Applicants or their representative must be present at the scheduled meetings or their case will be postponed.

- One (1) original completed Variance Application Form and Petition for Variance to the Plan & Zoning Commission (below).
- One (1) original signed Variance Request Submittal Checklist.
- Payment of all application fees (application fees are non-refundable).  
**Application Fee: \$600, plus \$50 for each additional variance requested.**

**\*Note - If a review by the City’s development engineering consultant is necessary to ensure compliance with approved grading for the lot and/or to verify that there are no conflicts with existing public utilities and/or drainage easements then depending on the magnitude of any review, additional review fees may apply.**

- One (1) original completed Homeowners Association Compliance Form **(If no homeowners association, please indicate N/A on application page)**
- One (1) copy of the Plat of Survey including PIN/s and Legal description of the property (to scale).
- Eight (8) copies of a Plat of Survey or Site Plan (to scale) showing the location and dimensions of proposed building, building addition and/or structure, include all setback dimensions to property lines and/or other buildings or structures.
- Eight (8) copies of an architectural elevation plan for all four (4) sides of proposed building or structure, including height and size dimensions, construction materials, etc.
- One (1) CD or USB drive with all documents and plans submitted.

I certify that all required documentation, fees and supporting information being submitted on behalf of this application request is complete and accurate. I further acknowledge that any missing documentation, fees and/or supporting information can result in a delay of the processing and review of this application request.

\_\_\_\_\_  
Signature of Applicant

\_\_\_\_\_  
Date

**Homeowners Association Compliance Form, if applicable**

Name of Owner: \_\_\_\_\_

Date: \_\_\_\_\_

Address: \_\_\_\_\_

Lot #: \_\_\_\_\_

Subdivision: \_\_\_\_\_

Phone #: \_\_\_\_\_

Describe work to be done: (Include sketches, plat of survey and other plans)

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Work to be done has been approved by the applicable Homeowners Association: Yes ( ) No ( )

Work to be done is in compliance with Homeowners Association Covenants: Yes ( ) No ( )

If no please explain approval:

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Signature of Applicant/ Owner: \_\_\_\_\_

Date: \_\_\_\_\_

Signature of Homeowners  
Association Representative:

\_\_\_\_\_

Date: \_\_\_\_\_

Print Name and Title:

\_\_\_\_\_

County of Will )  
City of Lockport ) SS.

State of Illinois )  
No. \_\_\_\_\_

**PETITION FOR VARIATION OF ZONING  
TO THE CITY OF LOCKPORT PLAN & ZONING COMMISSION**

I hereby petition the City of Lockport Plan & Zoning Commission for a hearing to modify the application of the Zoning Ordinance for the following described property; common address and legal description:

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Zoning Code Section: \_\_\_\_\_

Variance Proposal: \_\_\_\_\_

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**REASONS FOR VARIANCE:**

1. Strict enforcement of the present zoning ordinance would involve practical difficulties or impose exceptional hardship for the following reasons:

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2. The principal reason for requesting a variation is not that an increased income or revenue from the property would result, but is

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3. The property here involved is differently affected by strict enforcement of the present zoning than other property in the neighborhood in that

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4. The variation requested is in harmony with the general intent and purpose of the zoning ordinance in that

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5. (a) The variation requested will not materially affect or impair an adequate supply of light or air in that

\_\_\_\_\_  
\_\_\_\_\_

(b) The variation requested will not increase the hazard from the fire and other dangers in that

\_\_\_\_\_  
\_\_\_\_\_

(c) The variation requested will not diminish the value of adjoining property in that

\_\_\_\_\_  
\_\_\_\_\_

(d) The variation requested will not increase congestion or traffic hazards in the public streets in that

\_\_\_\_\_  
\_\_\_\_\_

(e) The variation requested will not impair otherwise the public health, safety, comfort, morals, and general welfare of adjoining property in that

\_\_\_\_\_  
\_\_\_\_\_

\_\_\_\_\_  
Signature of Petitioner **\*MUST BE NOTARIZED**

\_\_\_\_\_  
Date Signed

I, \_\_\_\_\_, being on oath first duly sworn, depose and say that I have read the above and foregoing petition by me subscribed, known the contents thereof and that the same is true and correct to the best of my knowledge and belief.

SUBSCRIBED and Sworn to \_\_\_\_\_

Before me; a Notary Public;

This \_\_\_\_\_ day of \_\_\_\_\_

A.D. 20\_\_\_\_\_

\_\_\_\_\_  
Notary Public



**Internal Use Only:**

Type of Variance: ( ) Administrative ( ) Plan & Zoning

Application Received	Date: _____	Initials: _____
Application Approved	Date: _____	Initials: _____
Approval from Zoning Administrator	Date: _____	Initials: _____
Approval from PZ	Date: _____	Initials: _____
Applicant Notified	Date: _____	Initials: _____

**Comments:** \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_